

MEMBERSHIP PACKET INSTRUCTION SHEET

Please follow these simple instructions for completing your RACES Membership Packet. There are four forms included in the packet: Disaster Service Worker (DSW) Application; RACES Membership Application; RACES Property Issuance and Return Form, and the Communications Resource Update Form. All information provided will be treated as "Confidential."

DSW Form

1. PLEASE DO NOT SIGN THIS FORM!
2. Complete the form using a black or blue ink pen.
3. Please print all your information.
4. Do not affix a picture to this form.

RACES Membership Application

1. Complete and SIGN THE FORM using a black or blue ink pen.
2. Please print all your information.
3. Do not affix your own picture to this form; a picture will be taken by a RACES official.

Communications Resource Form

1. Complete the form using a black or blue ink pen.
2. Circle the communications resources that you currently possess.
3. Include any other capabilities that you believe relevant.

RACES Property Issuance and Return Form

1. Fill in your name and call sign, then SIGN and date the form.
2. Subsequent information will be added as property is issued.
3. Use a black or blue ink pen, and print your information unless otherwise indicated.
4. Your signature is only an acknowledgment that the City of San Jose owns any property that might be issued or listed on this form.

City of San Jose volunteer Code of Ethics Agreement

1. Complete and SIGN THE FORM using a black or blue ink pen.

Please return all the completed forms either at a meeting or mail the forms to:

San Jose Office of Emergency Services: RACES
855 North San Pedro Street, Room 404
San Jose, CA 95110

Please retain and read the "Quick Start Manual for New Races Members", the "New Member Induction/Training Process" Map page and the Fire Department Information.

DISASTER SERVICE WORKER REGISTRATION

LOCAL AND STATE INFORMATION

Loyalty Oath under Code of Civil Procedure §2015.5 & Title 19, Div.2, Chap.2, Sub-Chap.3, §2573.1

| | | |
|------------------------------|--|-------------------------------------|
| ATTACH PHOTOGRAPH HERE | <i>This block to be completed ONLY by government agency or jurisdiction</i> | |
| | CLASSIFICATION: _____ | SPECIALTY: _____ |
| | AGENCY OR JURISDICTION: _____ | |
| | REGISTRATION DATE: _____ | RENEWAL DATES: _____ |
| | EXPIRATION DATE:* _____ | DSW CARD ISSUED: NO YES #: _____ |
| | PROCESSED BY: _____ | DATE: _____ TO CENTRAL FILES: _____ |

TYPE OR PRINT IN INK

(HIGHLIGHTED AREAS REQUIRED BY PROGRAM REGULATIONS)

| | | | | | | | |
|--|-------|--------------------------------------|---------|---------------------------|------------------------|------------------|--|
| NAME: LAST | | FIRST | | MI | | | |
| ADDRESS: | | CITY: | | STATE | | ZIP: | |
| COUNTY: | | HOME PHONE: | | WORK PHONE: | | | |
| PAGER: | | E-MAIL: | | DATE OF BIRTH: (optional) | | | |
| DRIVER LICENSE NUMBER: (if applicable) | | DRIVER LICENSE CLASSIFICATION: A B C | | LICENSE EXPIRATION DATE: | | | |
| PROFESSIONAL LICENSE: (if applicable) | | OTHER DRIVING PRIVILEGES: | | LICENSE EXPIRATION DATE: | | | |
| FCC LICENSE: (if applicable) | | | | LICENSE EXPIRATION DATE: | | | |
| IN CASE OF EMERGENCY, CONTACT: | | | | | | EMERGENCY PHONE: | |
| PHYSICAL IDENTIFICATION: | HAIR: | EYES: | HEIGHT: | WEIGHT: (optional) | BLOOD TYPE: (optional) | | |
| COMMENTS: | | | | | | | |

Government Code §3108-§3109:

Every person who, while taking and subscribing to the oath or affirmation required by this chapter states as true any material matter which he knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison not less than one nor more than 14 years. Every person having taken and subscribed to the oath or affirmation required by this chapter, who, while in the employ of, or service with, the state or any county, city, city and county, state agency, public district, or disaster council or emergency organization advocates or becomes a member of any party or organization, political or otherwise, that advocates the overthrow of the government of the United States by force or violence or other unlawful means, is guilty of a felony and is punishable by imprisonment in the state prison.

LOYALTY OATH OR AFFIRMATION (GOVERNMENT CODE §3102)

I, _____, do solemnly swear (or affirm) that I will support and defend the

PRINT NAME

Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservations or purpose of evasion; that I will well and faithfully discharge the duties upon which I am about to enter. I certify under penalty of perjury that the foregoing is true and correct.

| | | |
|---|-----------|---|
| DATE | SIGNATURE | IF UNDER 18 YEARS OLD, SIGNATURE OF PARENT/GUARDIAN |
| SIGNATURE OF OFFICIAL AUTHORIZED TO ADMINISTER LOYALTY OATH | | TITLE |

*Registration for the active DSW volunteer is effective for the period the person remains a member with that organization; for a volunteer registering for an intermittent or a single event, the expiration date is set at the discretion of the accredited Disaster Council but not to exceed one year. (Govt. Code §3102)

RACES MEMBERSHIP APPLICATION

Please Print Your Information Unless Otherwise Indicated

| | |
|--|-------------------------------|
| | Last Name: |
| | First Name: |
| | Middle Name: |
| | Date of Birth: |
| | CA Driver License Number: |
| | FCC Amateur License Callsign: |
| | FCC Amateur License Class: |
| | |

Residence Information

| | | |
|---------|--------|--------|
| Street: | | |
| City: | State: | Zip: |
| Phone: | Cell: | eMail: |

Emergency Contact Information

| | | |
|------------|--------|---------------|
| Last Name: | First: | Relationship: |
| Street: | | |
| City: | State: | Zip: |
| Phone: | Cell: | eMail: |

Employment Information

| | | |
|------------------|--------|--------|
| Employer's Name: | | |
| Street: | | |
| City: | State: | Zip: |
| Phone: | Cell: | eMail: |

Special Needs

Please list any special needs that you might require in performing your duties with San Jose RACES:

IMPORTANT -- PLEASE READ CAREFULLY

In the performance of your duties as an emergency responder with San Jose RACES, you may be exposed to sensitive information or be granted access to secure facilities. Accordingly, members of San Jose RACES may, as deemed required, be subject to a background investigation by applicable local, state and federal government agencies. Therefore, by your signature appearing hereon this application, do hereby acknowledge, consent and authorize such background investigations to be conducted, as might be deemed required by such local, state and federal government agencies.

| | |
|------------|----------------|
| Signature: | Date: |
| | RACES Officer: |

COMMUNICATIONS RESOURCES FORM

Instructions: Please complete the form below indicating what communications resources and capabilities that you currently possess. Thank you.

Name: _____ Callsign: _____ Date: _____

COMMUNICATION RESOURCES

Please circle all selections that apply

| | |
|---|---|
| Base Stations Resources (receive/transmit) | VHF: 6 Mtr 2 Mtr |
| | UHF: 220 MHz 440 MHz 900 MHz 1.2 GHz |
| | HF: 10 Mtr 12 Mtr 15 Mtr 17 Mtr 20 Mtr 40 Mtr 80 Mtr 160 Mtr |
| | Special Modes Packet ATV PACTOR AMTOR GTOR RTTY APRS/GPS |
| Mobile / Portable Resources (receive/transmit) | VHF: 6 Mtr 2 Mtr |
| | UHF: 220 MHz 440 MHz 900 MHz 1.2 GHz |
| | HF: 10 Mtr 12 Mtr 15 Mtr 17 Mtr 20 Mtr 40 Mtr 80 Mtr 160 Mtr |
| | Special Modes Packet ATV PACTOR AMTOR GTOR RTTY APRS/GPS |
| MARS Affiliation | Navy Army Air Force |
| Other Capabilities (please list): | |
| | |



Office of Emergency Services • Radio Amateur Civil Emergency Service
 855 North San Pedro Street • Room 404 • San Jose • CA • 95110

RACES PROPERTY ISSUANCE AND RETURN FORM

MEMBER INFORMATION (Please Print All Data Unless Otherwise Indicated)

| | | | | | | | |
|-----------------------|------------------------|-------------------------|-------------|------------------------|------------------------|-------------------------|-------------|
| Last Name: | | | | First Name: | | Callsign: | |
| PROPERTY ISSUE | Member Initials | Ofcr. / Callsign | Date | PROPERTY RETURN | Member Initials | Ofcr. / Callsign | Date |
| ID Badge No: | | | | ID Badge No: | | | |
| DSW Card | | | | DSW Card | | | |
| Trainee Badge No. | | | | Trainee Badge No. | | | |
| Safety Helmet | | | | Safety Helmet | | | |
| Blue Ball Cap | | | | Blue Ball Cap | | | |
| Yellow Uniform Shirt | | | | Yellow Uniform Shirt | | | |
| Yellow Uniform Jacket | | | | Yellow Uniform Jacket | | | |
| Automobile Placard | | | | Automobile Placard | | | |
| Other Equipment: | | | | Other Equipment: | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

IMPORTANT – PLEASE READ CAREFULLY

THE MEMBER INDICATED HEREON HEREBY ACKNOWLEDGES THAT ALL PROPERTY ISSUED IS EXCLUSIVELY OWNED AND CONTROLLED BY THE CITY OF SAN JOSE OFFICE OF EMERGENCY SERVICES. MEMBER AGREES TO PROMPTLY RETURN AND RELINQUISH POSSESSION OF SAID PROPERTY UPON LEAVING THE SERVICE OF SAN JOSE RACES, OR AS MAY BE REQUESTED BY SAN JOSE RACES. MEMBER FURTHER AGREES TO USE SAID PROPERTY IN ACCORDANCE WITH ALL APPLICABLE LOCAL, STATE AND FEDERAL LAWS.

| | |
|----------------------------|--------------|
| Member's Signature: | Date: |
|----------------------------|--------------|



City of San José Volunteer Code of Ethics Agreement

Volunteers are an important asset of the City's workforce and make it possible for the City to deliver services to San José residents. As a volunteer, you represent the City of San José. As such, it is important that you adhere to the City's Volunteer Code of Ethics.

I, _____, as a volunteer with the City of San José agree to:

- Conduct myself in a professional manner; maintaining high standards of integrity and honesty.
- Treat all members of the public, employees, and other volunteers with respect and courtesy.
- Avoid any activity that could be seen as a conflict of interest, such as accepting gifts or favors from individuals or businesses that could be seen to be an attempt to influence a City decision.
- Respect confidential information that is available to me as a result of my volunteer work with the City, and refrain from using it for personal gain or for personal, non-City business related reasons. Bring any violation of this confidentiality to my supervisor.
- Promptly raise questions and concerns regarding possible violations of City policy or local, State or Federal law with my immediate supervisor or another manager within my department.
- Reinforce the City of San José's commitment to equal employment opportunity and a work environment free of discrimination and harassment, including sexual harassment. Please see Section 1.1.1., titled Discrimination and Harassment Policy, in the City Policy Manual.

I understand that I may be released from my volunteer position with the City of San José for not adhering to the above Code of Ethics.

Volunteer Signature

Supervisor

Date

Date

Department

Position/Department

QUICK START MANUAL FOR NEW RACES MEMBERS

ORGANIZATIONAL COMMUNICATION

Formal communication among RACES members is done in one of three ways: (1) via the RACES web site (<http://members.sjraces.org>), (2) via the Tuesday night nets and (3) information presented at the monthly meeting.

RACES WEB SITE

After your application has been processed, the membership officer will contact the webmaster and you will be able to register as a web site user. After your paperwork has been accepted by the membership officer, you should contact the webmaster, webmaster@sjraces.org and ask him to email you when he has added you to the list.

TUESDAY NIGHT NETS

San Jose RACES conducts a simplex net on Tuesdays at 1930 hours on San Jose Primary Simplex – 146.475 pl 100.0. At 1945 hours, a repeater net is held on W6UU 146.985 negative offset and pl of 114.8. You are encouraged to check-in at either one of these nets. Many times no information is passed, but the net is of value for two reasons: (1) regular use of your VHF radios ensure that they ready when needed and (2) the total number of check-ins for San Jose is passed to the Operational Area (county) net at 2000 hours on AA6BT 146.115 positive offset and PL of 100.0.

MONTHLY MEETINGS

During the monthly meetings, upcoming events are discussed where our participation is needed. The meetings are the third Wednesday of each month, and are held in the Emergency Operations Center (EOC) located at 855 North San Pedro, 4th floor, room 403 or the Battalion Fire Operation (BFO) at 255 S. Montgomery Street. Access is restricted to the EOC building and escort is required. Between 1900 and 1930 hours on meeting nights, a member will be waiting inside the door to escort members and visitors inside. If you come to the door and no one is available, pick up the outside phone and dial 277-2941 (i.e. radio room phone number) or call on Tac 1. The BFO is also a locked facility, but someone will be at the gate before the meeting. Local communication at all RACES events is on Tac 1.

TRAINING

Once you have access to the web site, go to Downloads and scroll down to “Training Requirements.pdf”. Download and print this document and read about the training requirements for full membership. There are four classes required plus operational experience. The four classes are scheduled when there is a demand, and they can be taken in any order. To enroll in a class after it has been announced, send email to the training officer Don Irving at don1@irving.org.

When you have completed the requirements, you will be presented with the RACES uniform shirt called simply “the yellow shirt.”

PREPARATION FOR EMERGENCIES

RACES members must be prepared to respond when called. Most activations are handled by phone. The only time we self-activate is during an obvious major emergency such as an earthquake.

When a self-activation event occurs, take care of your family and neighbors first. Then if you are able to accept a RACES assignment, come up on W6UU and wait for / check into the resource net.

To be prepared, follow these rules:

1. Keep your gas tank above half full
2. Maintain all your flashlights with batteries that are changed on a regular schedule.
3. Keep your Go-Pak fully stocked and ready to go. (See the emergency equipment section)

FREQUENCIES

The following are the standard frequencies used by San Jose RACES on VHF as of 3/5/06.

| | | | | |
|--|---------------|----------------------|----------|-------|
| Command | W6UU Repeater | 146.985 ¹ | Negative | 114.8 |
| Tac 1 | Simplex | 146.475 ¹ | | 100.0 |
| Tac 2 | Simplex | 146.430 ¹ | | 100.0 |
| Tac 3 | Simplex | 146.650 ¹ | | 100.0 |
| Tac 4 | Simplex | 147.540 ¹ | | 100.0 |
| ¹ Do not refer to these frequencies on the air by number – only by name | | | | |

EMERGENCY EQUIPMENT

You are expected to assemble, as soon as possible, a Go Pak – the equipment that you will take with you when there is an activation. The following is provided for your use – *nothing in this list is mandatory.*

Legend:

X = Required (must have in kit at all times)

R = Recommended (likely useful on many assignments)

O = Optional (useful on some assignments)

2-Hour Carry Kit

Purpose: To be kept nearby at all times for immediate (within minutes) communication of damage reports during Resource Net Level 1 ops. Also used to remain in contact with Resource Net Level 2 while returning home to retrieve 12-hour Go-Kit.

Items:

- X 2m/70cm dual-band radio
 - HT recommended (min. 5W on 12V/2.5W on batt)
 - Mobile 25W optional (if vehicle will not be far away)
 - Programmed with Resource Net frequencies
- X Charged batteries for 2-3 hours operation
- X 2m/70cm dual-band mobile antenna (mag mount, window mount or existing mobile antenna)
- X Modified Mercalli (Mike-Mike) scale
- X Notepad / pens
- R Cigarette lighter adapter
- R Emergency county and city telephone contact list
- R Cell phone
- R Water (16 oz.)

12-Hour Go Kit

Purpose: For fully independent operation; unknown environment (heat, cold, wind, rain); unknown time (day, night, up to 12 hours). Return home to retrieve.

Equipment**Portable Radio:**

- X 2m/70cm dual-band handie-talkie (HT)
 - minimum 5W on 12V/2.5W on batteries [Note 1]
 - dual-receive recommended
- X Radio user manual or cheat sheet
- X Earbud or headphones minimum; headset, earbud/mic, or speaker/mic/earbud, or similar recommended
- R Small backpack, vest, chest harness or other similar method for carrying HT while operating portable

Power Source:

- X Charged batteries for 12 hours (min. 3000 mAH) [Note 2]
- X Power cord adapters – connect to various power sources:
 - Powerpoles
 - Cigarette lighter socket
 - Vehicle battery terminals
- X Spare fuses

- R Powerpole splitter or fused distribution panel
- R Extension cord, 3-wire, 3-6 ft., multi-outlet
- O Extension cord, 3-wire, 50-100 ft.
- O Power Inverter

Antennas:

- X Coax adapters: connect HT to coax, coax to the following:
 - BNC plug (male) & BNC socket (female)
 - UHF plug (PL-259) & UHF socket (SO-239)
 - N-type plug (male) and N-type socket (female)
- X Min. 25 feet of 50 ohm coaxial cable
- X 2m/70cm dual-band magnetic or window mount antenna
- R 2m/70cm high gain HT antenna
- R 2m/70cm dual-band portable base antenna (e.g. roll-up J-pole or other)
- R Portable mast (elevates antenna min. 10 ft.)
- R Tripod or self-supporting base for mast
- R Window clip antenna mount (for non-metallic vehicles)

Other Communications Gear:

- R Cell phone & charger and/or cigarette lighter adapt.
- O FRS/GMRS Radio
- O Satellite phone

Tools:

- R Duct tape
- R Electrical tape
- R Nylon Tie-Wraps/wire ties
- R Utility knife
- R Small multi-tool or tool kit
- O Volt-Ohm meter
- O SWR/Power meter

Operating Position:

- X Sign(s) for operating position
- R Lighting for operating position
- R Rope or Dacron cord (50')
- R Folding chair
- O Magnetic sign for car
- O Folding table
- O Pop-up Canopy
- O Tarp (8' by 8' or larger)
- O Folding cart
- O Safety strobes or flares
- O Caution/flagging tape (for marking cables, antennas, ...)

Documentation**Identification:**

- X CA Driver's license or CA-issued ID card
- X Amateur Radio license
- X County Emerg. Resp. ID card (blue card) or MAC Badge
- X If issued: SCCo ID badge, city badge, MAC Qual card

Maps:

- X Thomas Guide for "Santa Clara County"

- X Compass or GPS
- R Maps of antenna locations (if available)
- R City, county or other detail maps

Forms and Documentation:

- X Modified Mercalli (Mike-Mike) scale
- X ICS 205-SCCo – Communications Plan (min. 5)
- X ICS 211A-SCCo – Communications Check-In (min. 5)
- X ICS 213-SCCo – Message (min. 10)
- X ICS 214-SCCo – Unit Activity Log (min. 5)
- X ICS 309-SCCo – Communications Log (min. 5)
- X ICS 314-SCCo – Windshield Survey (min. 5)
- X Phone message pad (2-part style recommended)
- R County Performance Standards (Required for MACs)

Logging / Note taking:

- X Clipboard (covered type recommended)
- X Notepads (standard or waterproof)
- X At least 2 pens / pencils
- O Highlighters / felt-tip pens

Contact Lists:

- X SCCo Voice and Packet Frequency Lists
- X DEC/ADEC and city EC telephone contact list
- X Police/Fire direct dial phone numbers
- O Repeater directory

Personal Gear

Vehicle:

- X Reliable operating condition
- X Fueled – minimum ½ full at all times
- R Jumper cables

General Items:

- X Money (paper and coin) – in case ATMs are down
- X Watch or clock
- R Trash bags

Personal Safety Gear:

- X Flashlight or headlamp and spare batteries for 12 hours
- X Safety vest, ANSI standard (lime yellow recommended)
- R First Aid kit
- R Whistle
- R Work gloves
- R Sunglasses
- R Sunscreen lotion
- R Insect Repellent
- R Safety glasses
- R Mask (NIOSH-certified N95 or better)
- O Hearing protection (e.g. foam ear plugs)
- O Hard hat (lime yellow recommended)
- O Chemical light sticks

Clothing:

- X Sturdy, closed-toe shoes (no sandals)
- X Long pants (no shorts)

- X Hat (broad brim recommended)
- X Seasonal jacket / rain gear

Food & Water:

- X Food for 12 hours (make your own list)
- X Water for 12 hours (3-4 quarts recommended)
- R Small cooler or ice chest

Toiletries:

- R Hand soap and/or sanitizer
- R Toilet paper
- O Tylenol
- O Antacid tablets

As Needed / Appropriate:

- Prescription medication
- List of medication used
- Eyeglasses & spare

Miscellaneous (as needed)

- Portable AM radio and spare batteries
- Binoculars
- Baggies to seal/protect items
- Shovel
- Fire extinguisher
- Disposable camera

Mobile Radio Kit (as needed)

- 2m/70cm mobile radio
 - 25W minimum
 - Dual-receive, cross-band repeat recommended
- Radio user manual or cheat sheet
- Headset (stereo recommended for VFO per ear)
- Battery for 12-hours operation (20 AH min.; 26 AH rec.)
- Battery charger
- Power cord adapters – connect to various power sources:
 - Powerpoles
 - Cigarette lighter socket
 - Vehicle battery terminals
- Coax adapters: connect mobile to coax, coax to following:
 - BNC plug (male) & BNC socket (female)
 - UHF plug (PL-259) & UHF socket (SO-239)
 - N-type plug (male) and N-type socket (female)

Packet Equipment (as needed)

- Laptop with Outpost and PacFORMS installed
- USB flash drive (i.e. USB key)
- TNC (may be hardware, software or built into radio)
- Cables: TNC to radio; TNC to PC
- Shade cover for display
- Portable printer
- Entire station can operate for min. 1 hr on battery

Extended Go Kit

Purpose: Additional items for fully independent operation over an extended period of time. Used in situations where returning home after shift is not possible or not ideal.

As Needed

Power Source:

- Regulated DC power supply
- Battery charger
- Spare batteries (for charging while operating)
- Portable generator and fuel
- DC distribution panel & cables (Powerpoles recommended)

Clothing:

- Rain gear
- Jacket
- Warm clothing (preferably in layers)
- Under garments (3 sets)
- Socks (3 sets)
- Pants (3)
- Belt
- Shirts (3)
- Alternate boots or shoes
- Sleepwear
- Cold water laundry soap (e.g. Woolite)

Food and Water:

- MREs (self heating) or other non-perishable meals
- Water (1 gal/day recommended, depending on conditions)
- Water purification tablets or devices
- Can opener
- Cooler or ice chest
- Bowl and eating utensils
- Coffee cup

Shower Items:

- Washcloth and towel
- Soap and shampoo
- Razor and shaving cream
- Toothbrush and toothpaste
- Comb and/or brush
- Deodorant/antiperspirant
- Wash basin (in case of no sink)

Shelter:

- Sleeping pad
- Sleeping bag/blanket
- Pillow
- Blanket
- Tent
- Alarm clock

Personal Go Kit Items/Notes:

Notes:

1. Most recently manufactured hand held radios ARE capable of 5W output when 12-13.8 VDC is connected to the DC-IN jack and at least 2.5W output power using rechargeable battery packs. Check your radio's user manual to be sure your radio outputs at least 2.5W on rechargeable batteries. However, most hand held radios are NOT capable of producing a minimum of 2.5W output power using AA batteries. Some known exceptions are the Kenwood TH-D7 and the Yaesu FT-60. For all other radios, rechargeable battery packs will be needed unless the radio can be shown to have a minimum of 2.5W output on AA batteries (check user manual or test with power meter).
2. A review of the most popular handheld radios was conducted. Receive current, transmit current and rechargeable battery pack capacity were reviewed. 3000 mAH was determined to be the minimum capacity needed for 12 hours of operation. (Some radios may require a little more). Depending on the make and model, this translates to 2 or 3 rechargeable battery packs. This minimum requirement correlates well with real-world experience in drills and real incidents such as Katrina.

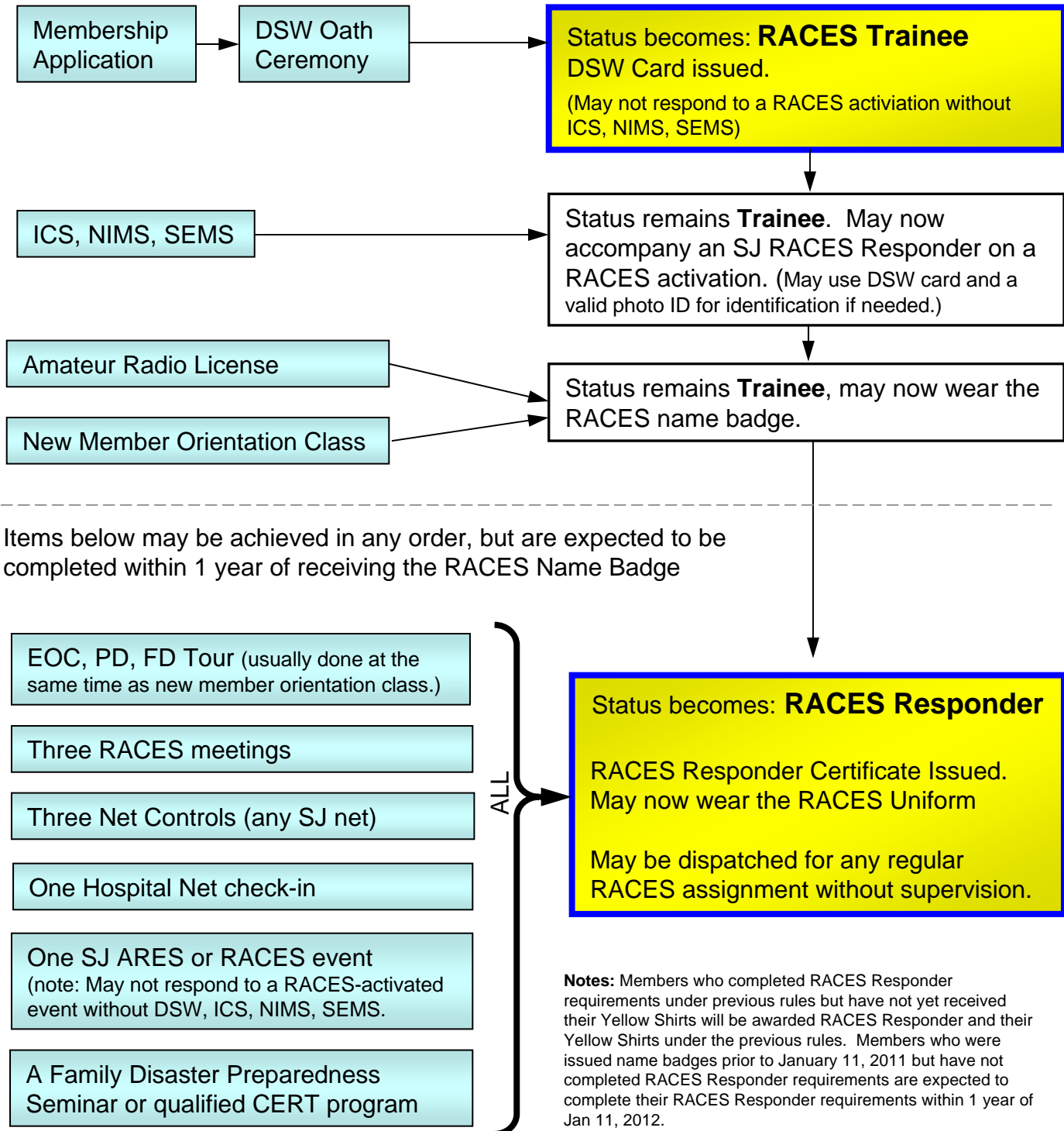
San Jose RACES New Member Induction/Training Process

As of January 11, 2012

Member Actions

Status/Privilege Results

Prerequisites are indicated by arrows. Status changes occur upon completion of **all** listed prerequisites.



Notes: Members who completed RACES Responder requirements under previous rules but have not yet received their Yellow Shirts will be awarded RACES Responder and their Yellow Shirts under the previous rules. Members who were issued name badges prior to January 11, 2011 but have not completed RACES Responder requirements are expected to complete their RACES Responder requirements within 1 year of Jan 11, 2012.

[City Home](#)[City Services](#)[About San José](#)[Visitors](#)[Feedback](#)

San José Fire Department

Friday, March 23, 2012

San José Fire Home

[Station Locations](#)[Public Education](#)[Permits/Planning](#)[/Design](#)[Incident Dispatch](#)[News Room](#)[Photo Gallery](#)[Vial Of Life](#)[Statistics](#)[Recruitment](#)[Contact Us](#)

Fast Facts

The San José Fire Department consists of 665 authorized sworn personnel, more than 44 non-sworn uniformed Fire Communication Dispatchers, and 61 civilian personnel. Daily staffing is 179 sworn personnel (2010). Line personnel work a 3 and 4 schedule, 56-hour work week.

San José Fire Department protects 206 square miles and approximately 1.2 million residents (city and county areas). The Department Budget for FY 2010-2011 is \$153.9 million.

Vision

The San José Fire Department is committed to excellence in public safety. We embrace innovative approaches to meet the evolving needs of our diverse city. We work in partnership with the community to achieve a fire and hazard safe environment.

Mission Statement

"To serve the community by protecting life, property, and the environment through prevention and response."

Core Value Statement

"San José F.I.T."

The San José Fire Department is a community where **Family, Integrity** and **Trust** are highly regarded and rewarded.

Motto

"Courtesy and Service with Pride"

Core Services

- Response
 - Emergency Medical Services
 - Fire Suppression
 - Rescue

- Hazardous Materials
- Community Assistance
- PreventionCode Compliance
- Fire Cause Assessment
- Emergency Management
- Community Outreach and Education

Command Structure and Organization

The SJFD senior command structure consists of a Fire Chief, an Assistant Fire Chief, three Deputy Chiefs, and three Deputy Directors. A Battalion Chief serves as the Department Safety Officer with 24-hour response to all major incidents. A Captain works for the Fire Chief as the Public Information Officer. Civilian analytical and administrative staff provide support department wide.

There are six Bureaus in the San Jose Fire Department: Bureau of Field Operations, Bureau of EMS Training and Special Operations, Bureau of Fire Prevention, Bureau of Administrative Services, Bureau of Support Services, and the Office of Emergency Services.

Bureau of Field Operations, (BFO)

The Bureau of Field Operations (BFO) is the largest Bureau in the Department. The Assistant Chief oversees the Deputy Chief who is responsible for three shifts A, B, and C and all associated personnel. The 33 stations are divided into 5 battalions. Each Battalion is supervised by 1 Battalion Chief per shift. The BFO works directly with EMS and Training to coordinate yearly calendar events.

Bureau of Emergency Medical Services, (EMS) and Training

The Bureau of EMS and Training is led by one Deputy Chief with overall responsibility for both EMS and Training divisions. There is a Battalion Chief assigned to each division as the Manager. The EMS Division has the responsibility for assuring quality control of the department's paramedic and Emergency Medical Technician (EMT) operations. Staff includes 3 Fire Captains, 1 registered Nurse, 1 part time Physician as the medical director and 1 analyst for budget and oversight. The Training Division has the responsibility to assure department compliance with all mandated training related to fire suppression and special operations including; hazardous materials, urban search and rescue, airport crash fire rescue, distribution and tracking of City mandated training, as well as conducting all aspects of the departments 18 week Firefighter Recruit Academies. There are 2 Captains and 2 Training Specialists assigned to coordinate various training programs. Additional civilian staff provide clerical support for the Bureau.

Bureau of Fire Prevention

The Bureau of Fire Prevention (BFP) is led by one Deputy Chief, who serves as Fire Marshal. Areas of responsibility include Arson, Code Enforcement, Engineering and Hazardous Materials. The Fire Marshal is supported by a Battalion Chief and a Division Manager as Assistant Fire Marshals. One Captain oversees the 9 Fire Prevention Inspectors and another Captain oversees the Arson Unit and its staff of 3 Arson Investigators. Additional personnel include 7 civilian Hazardous Materials personnel, 9 Fire Protection Engineers and several support staff members.

Bureau of Administrative Services

The Bureau of Administrative Services (BAS) oversees the Department budget, human resources, accounting, payroll, professional standards and internal affairs. A civilian Deputy Director oversees the non-sworn staff of 12 personnel including an Administrative Officer (budget, accounts payable, grants management), Internal Affairs Manager (investigations and workers compensation), and a Human resource/Employee Analyst (recruiting, background, entrance and promotional examinations).

Bureau of Support Services

The Bureau of Support Services (BSS) is responsible for Fire Communications, Fire Protection, Information Systems, Facilities, Infrastructure and Supplies. A civilian Deputy Director oversees a Battalion Chief and a Captain who focus on Infrastructure and Supplies. A Battalion Chief oversees Fire Communications with more than 44 dispatchers. Fire Protection and Information Systems have 12 civilian personnel.

Office of Emergency Services

A civilian Deputy Director oversees The Office of Emergency Services (OES) which provides services to the City organization and to the community to prepare an effective response to natural, technological, and human-caused disasters. Development of emergency plans and maintenance of the Emergency Operations Center (EOC) are primary missions for OES. One of the most visible City-sponsored OES programs is San Jose Prepared! This community emergency response training (CERT) program instructs the community and City employees in disaster preparation response and recovery skills. OES sponsors San Jose R.A.C.E.S. with more than 100 volunteer amateur radio operators. Four other civilian employees are assigned to this office..

Please see our [Department's Organizational Chart](#)  (.pdf 23kb).



Company Information

| | | | |
|---------------|----|---------------------|---|
| Battalions | 5 | Battalion Stations: | Stations 1, 10, 13, 21, 29 |
| | | Battalion 1: | Stations 1, 3, 7, 8, 26, 30 |
| | | Battalion 10: | Stations 4, 6, 9, 10, 14, 15 |
| | | Battalion 13: | Stations 12, 13, 17, 18, 22, 27, 28, 35 |
| | | Battalion 21: | Stations 2, 11, 16, 19, 21, 24, 31 |
| | | Battalion 29: | Stations 5, 20, 23, 25, 29, 34 |
| Fire Stations | 33 | | |

| | | |
|-------------------------|----|--|
| Engine Companies | 30 | Engines, staffed with four personnel including one paramedic. See specialized apparatus for Airport Rescue and Firefighting (ARFF) company at Station 20. |
| Truck Companies | 9 | Aerial Ladder Trucks, staffed with five personnel including one paramedic. Two are tractor drawn aerials (TDAs) and several carry water and have pumping capabilities up to 2000 gpm. All trucks carry assorted rescue tools such as Hurst/Amkus, air bags as well as ground ladders, chain and rotary saws and hand tools. |
| USAR Companies | 1 | Urban Search and Rescue Companies staffed with five personnel which include one paramedic. Specialized rescue equipment for low and high-angle, trench, confined space and swift water. |
| Hazardous Incident Team | 1 | Is part of Truck Company 29. All trained as Hazardous Materials Technicians or Specialists. |
| Specialized Apparatus | 34 | <p>Aircraft Rescue and Firefighting (ARFF) at San José International Airport Station 20. Two-piece Engine Company staffed with four personnel including one paramedic.</p> <p>Other specialized apparatus include Foam Unit, Air Unit, Fuel Rig, Duty Mechanic Rig, Med 30/Paramedic Supervisor, two Air Support Units, two Water Tenders (Engine Tender Companies), six Brush Patrols (Wildland Engine Companies), Rescue Medic, Light Units and reserve Brush Patrols Groups</p> |

San José Fire Department
1661 Senter Road, San Jose, CA 95112
Main: **(408) 794-6950** Fax: TTY:
e-mail:

[City Home](#) - [City Services](#) - [About San José](#) - [Visitors](#) - [Feedback](#) - [Search](#)

As a customer-driven organization, the City of San José welcomes any [suggestions](#) you might have to help us serve you better.

[Access Instructions for Users with Disabilities](#)
[Problems Viewing Site](#) | [Site Index](#)

| [E-Government Policies \(PDF\)](#) | [Statement of Purpose](#) | [Privacy and Disclosure](#) | [Security](#) | [Disclaimer](#) | [Contact Us](#) |


[City Home](#)
[City Services](#)
[About San José](#)
[Visitors](#)
[Feedback](#)

San José Fire Department

Friday, March 23, 2012

San José Fire Home


[Station Locations](#)
[Public Education](#)
[Permits/Planning](#)
[/Design](#)
[Incident Dispatch](#)
[News Room](#)
[Photo Gallery](#)
[Vial Of Life](#)
[Statistics](#)
[Recruitment](#)
[Contact Us](#)

Fire Station Location Map

Always use 9-1-1 to report an Emergency!

| Station | Battalion | Address | Zip |
|---------------------------|-----------|--|-------|
| <u>1</u> | 1 | <u>225 North Market Street</u> | 95110 |
| <u>2</u> | 21 | <u>2949 Alum Rock Avenue</u> | 95127 |
| <u>3</u> | 1 | <u>98 Martha Street</u> | 95112 |
| <u>4</u> | 10 | <u>710 Leigh Avenue</u> | 95128 |
| <u>5</u> | 29 | <u>1380 North 10th Street</u> | 95112 |
| <u>6</u> | 10 | <u>1386 Cherry Avenue</u> | 95125 |
| <u>7</u> | 1 | <u>800 Emory Street</u> | 95126 |
| <u>8</u> | 1 | <u>802 East Santa Clara Street</u> | 95112 |
| <u>9</u> | 10 | <u>3410 Ross Avenue</u> | 95124 |
| <u>10</u> | 10 | <u>511 South Monroe Street</u> | 95128 |
| <u>11</u> | 21 | <u>2840 The Villages Parkway</u> | 95135 |
| <u>12</u> | 13 | <u>5912 Cahalan Avenue</u> | 95123 |
| <u>13</u> | 13 | <u>4380 Pearl Avenue</u> | 95136 |
| <u>14</u> | 10 | <u>1201 San Tomas Aquino Road</u> | 95117 |
| <u>15</u> | 10 | <u>1248 Blaney Avenue</u> | 95129 |
| <u>16</u> | 21 | <u>2001 South King Road</u> | 95122 |
| <u>17</u> | 13 | <u>5170 Coniston Way</u> | 95118 |
| <u>18</u> | 13 | <u>4430 South Monterey Road</u> | 95111 |
| <u>19</u> | 21 | <u>3292 Sierra Road</u> | 95132 |
| <u>20</u> | 29 | <u>1433 Airport Boulevard</u> | 95110 |

| | | | |
|---------------------------|----|---|-------|
| <u>21</u> | 21 | <u>1749 Mount Pleasant Road</u> | 95148 |
| <u>22</u> | 13 | <u>6461 Bose Lane</u> | 95120 |
| <u>23</u> | 29 | <u>1771 Via Cinco de Mayo</u> | 95132 |
| <u>24</u> | 21 | <u>2525 Aborn Road</u> | 95121 |
| <u>25</u> | 29 | <u>1525 Wilson Way</u> | 95002 |
| <u>26</u> | 1 | <u>528 Tully Road</u> | 95111 |
| <u>27</u> | 13 | <u>6027 San Ignacio Road</u> | 95119 |
| <u>28</u> | 13 | <u>19911 McKean Road</u> | 95120 |
| <u>29</u> | 29 | <u>199 Innovation Drive</u> | 95134 |
| <u>30</u> | 1 | <u>454 Auzerais</u> | 95126 |
| <u>31</u> | 21 | <u>3100 Ruby Avenue</u> | 95135 |
| <u>33</u> | 1 | <u>2933 Saint Florian Way</u> | 95136 |
| <u>34</u> | 29 | <u>1634 Las Plumas Avenue</u> | 95133 |
| <u>35</u> | 13 | <u>135 Poughkeepsie Road</u> | 95123 |

San José Fire Department
1661 Senter Road, San Jose, CA 95112
Phone: **(408) 794-6950**
Main site: <http://www.sjfd.org>

[City Home](#) - [City Services](#) - [About San José](#) - [Visitors](#) - [Feedback](#) - [Search](#)

As a customer-driven organization, the City of San José welcomes any [suggestions](#) you might have to help us serve you better.

[Access Instructions for Users with Disabilities](#)
[Problems Viewing Site](#) | [Site Index](#)

| [E-Government Policies \(PDF\)](#) | [Statement of Purpose](#) | [Privacy and Disclosure](#) | [Security](#) | [Disclaimer](#) | [Contact Us](#) |